

ADMINISTRATIVE - INTERNAL USE ONLY

5 July 1972

OFFICE OF PERSONNEL MEMORANDUM NO. 20-46-1

SUBJECT: Residence and Dependency Report, Form 61

1. The Residence and Dependency Report, Form 61, is completed by all staff personnel when they enter on duty. It contains personal data which is invaluable in handling employee emergencies, especially when the employee is assigned away from the Headquarters area.
2. In order to ensure up-to-date residence and dependency information component Support or Personnel Officers are requested to forward a completed current Form 61 to the File Room, Office of Personnel, 5 E 13, HQ, for each staff employee or staff agent who is departing for assignment outside the Headquarters area and again upon the employee's return. Forms 61 should be completed similarly for contract employees and career agents and forwarded to the Contract Personnel Division, Office of Personnel, 5 E 69, HQ.
3. Pending revision of Form 61 it is not necessary to complete items 7 and 8.



Harry B. Fisher
Director of Personnel

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